

CONGRESSMAN J. RANDY FORBES

Flag Request Form

Updated 8/5/03

Section A – Requesting Party Information

Name: _____

Email: _____

Daytime Phone: () _____

Section B – Flying Instructions

1) Is the flag to be flown over the Capitol? ☐ Yes ☐ No (Please skip to Section C)

2) To be flown in:

☐ Memory of: _____ ☐ Honor of: _____

3) On the occasion of: _____

4) Date to be flown: _____

Orders must be received at least two weeks prior to date of flying. Orders received after the two-week deadline may not be flown on the date specified, but will be flown as soon as possible.

Section C – Quantity and Payment Information

Flag Type	Price	Quantity	Subtotal
3x5 Nylon	\$9.00		\$
4x6 Nylon	\$13.50		\$
5x8 Nylon	\$18.00		\$
Capitol Flying Fee (per flag)	\$4.05		\$
Postage (per flag)	\$3.20		\$
TOTAL			\$
Check Number			

Checks must be: a) Payable to the "Office Supply Service Account of J. Randy Forbes"; b) Written for the exact amount; c) Dated on or around the flying date. Checks will not be cashed until order is shipped.

Section D – Shipping Instructions

Name: _____

Address: _____

City: _____

Zip Code: _____

Allow an additional 3-5 weeks from flying date for the Capitol processing and shipping.

Section E – Submission

Our Washington, DC office is still experiencing a 2-3 week mail delay. Please mail request to:

Mr. Matt Covell; 5828 Winegrove Court; Derwood, MD 20855

Questions may be directed to (202) 225-6365